

TO: The BVFD Board and Fire Chief

7/9/11

From: Sam Baker

Subject: Resignation of Sam Baker from the BVFD Board

Gentlemen,

I hereby submit my resignation from the BVFD Board effective July 9, 2011. My wife and I have been actively supported and participated in the BVIA, the BVFD & the BVDWID since we purchased property in BV in 1984. My wife and I have donated a tremendous amount of time and a lot of money. I will continue encouraging residents to participate.

Volunteer assignments are taking too much time away from my business activities.

I have some points and recommendations to put before the Board, the Fire Chief and the BVFD Administrator.

1) Effective management of an organization is accomplished thru many management techniques including efficient application of intellectual, time and dollar resources made possible by having procedures and policies. Having simple and proven procedures for every key process or operation, that people are trained to follow and that are revised as required, makes the organization efficient and able to easily accommodate personnel change.

I noticed several years ago the lack of fundamental procedures and business management skills. Helping with equipment made this even more apparent. Becoming a member of the Board and then Chair made this observation **even more** apparent. Previous personnel have refused to fully understand their responsibilities, authority and limits of authority. Some even refused to follow procedures.

2) Recommendations: A. Accept that you can only improve performance if you approach every situation with an open mind. B. Have simple job descriptions, authority and responsibility guidelines, policies and procedures in place and follow them so everyone conducting BVFD business knows what to do, when and how. Continue generating procedures.

3) The number one responsibility of the Board is financial management of district taxpayers' money. Improved preparation by Board members, the Chief and the Administrator to address agenda items would make these meetings shorter and more productive. Paid employees should consider trying to make the Board's decision process as easy as possible.

4) The conduct of the special district board business is governed by Arizona Revised Statutes. Know them and abide by them. You will find law instructions in ARS on line, in the BVFD By-Laws and in the AFDA Handbook (not always current).

You provide a critical service to your community. Do it professionally with dedication and resolve. Good Luck. I've had fun and thanks for putting up with me.

A handwritten signature in black ink, appearing to read 'S. Baker', is written at the bottom of the page.



**BEAVER VALLEY FIRE DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**ON JULY 9, 2011**  
**FINAL**

1. **CALL TO ORDER:** Meeting was called to order at 9:00 a.m.
2. **ROLL CALL OF FIRE BOARD MEMBERS:** Keith Friend, Chairman, Sam Baker, Ned Jolly, Dick Harpster. Absent was Lee Wright.
- NON-BOARD MEMBERS: Chief Mike Williamson, Becky Friend and Bob Hudon.
3. **CHAIRMAN COMMENTS:** None.
4. **APPROVAL OF MINUTES:**
  - A. The board reviewed the 06/11/2011 minutes. Sam Baker motioned to accept the minutes as written, Dick Harpster seconded the motion and the vote was unanimous.
5. **SCHEDULED PUBLIC APPEARANCES:** None.
6. **UNSCHEDULED PUBLIC APPEARANCES:**
  - A. **CALL TO THE PUBLIC:** Bob Hudon was given the floor. Bob is currently hauling the brush trailer once a week. He has run into problems with lumber and plastic bags being in the trailer, which is not allowed by the brush pits and causes him great time and effort to remove these items and implored the board to post signs to let residents know this is not allowed, or he will no longer be willing to haul the brush trailer. Discussion was held regarding various ways of handling this issue. The Board assured Bob signs will become priority and will be placed as soon as possible.
7. **REPORTS AND CORRESPONDENCE:**
  - A. **FIRE CHIEF REPORT:** This month's Fire Chief Report is on file at the BVFD administrative office for review and copying as requested.
  - B. **JUNE FINANCIAL REPORTS APPROVAL:** Financial reports were reviewed. The Board also reviewed a profit and loss statement generated by QuickBooks that shows all categories and subcategories of chart of accounts that disbursements were made from. Much discussion was held regarding actual versus budget, particularly in regards to Salaries and Wages. After discussion and questions being answered by Becky in regards to last year's actual and this year's budget, Mr. Baker suggested there may be a problem with this year's budget. Mr. Baker would also like to give a seminar for board members regarding Chart of Accounts and QuickBooks which is further discussed below. Dick Harpster motioned to accept the bank reconciliation reports and financial report for 06/30/2011, Ned Jolly seconded the motion and the vote was unanimous.
  - C. **CORRESPONDENCE FROM S. BAKER:** Mr. Baker read and submitted his letter of resignation to the Board, effective 07/09/2011, a copy of which is on file in the office.
  - D. **CORRESPONDENCE FROM CINDY ELBERT INSURANCE:** Chief Williamson submitted to the board the aforementioned correspondence re workers comp insurance. The Board instructed Becky to make copies of all members to look into this further, as a possible alternative to SCF.
8. **DISCUSSIONS AND POSSIBLE ACTION CALENDAR:**
  - A. **REPLACEMENT FIRE ENGINE:** Keith reported we have the loan contract from Zion's Bank, we are awaiting the final approval from County Attorney passing on the paperwork, at which time the completed package will be forwarded to Zion's Bank. After discussion, a motion was made by Sam Baker that the board approve the board chairman and the board clerk sign all said loan documents, that the board also reapprove the expenditure of \$67,500 for the fire engine, that the total loan amount be \$47,500 after \$20,000 from reserve funds, Dick Harpster seconded the motion and the vote was unanimous.
  - B. **DRAFT ANNUAL BVFD BUDGET PROCEDURE:** Sam presented a draft BVFD Budget Procedure to be put in place. Sam Baker made a motion to accept the procedure dated 6/11/2011, Dick Harpster seconded the motion and the vote was unanimous.
  - C. **ELECTION FORMS STATUS:** The remaining form needed is the oath of office for Sam Baker. Sam advised the board that would not be forthcoming, that the prior form on file should be sufficient.
  - D. **SCF:** This discussion was tabled until next month. Chief Williamson and Becky will continue to work on clarifying the numbers for 2009/2010 for the board. The board instructed that all further bills from SCF be held until this is clarified.
  - E. **UPCOMING BVFD FINANCIAL MANAGEMENT SEMINAR:** Sam Baker has offered to present a seminar to the BVFD board members and whoever else would like to attend, to cover Chart of Accounts and QuickBooks, etc, in managing the District's finances, a draft agenda of which was provided to the board members. A tentative date of 7/23/2011 was set, Chief Williamson will check his schedule, and all parties will be notified once this date is set.
  - F. **GENERATOR DONATION:** Chief Williamson advised the board Gila County has offered to donate a generator to BVFD with the only cost to BVFD being that of providing the pad for the generator. Chief Williamson will take on the job of finding materials and volunteers to do this.
9. **BOARD MEMBER COMMENTS:** Keith thanked Sam for his years of valuable service to BVFD.
- A. **BUSINESS FOR NEXT MEETING:** SCF, Fire Warning Signs for entrance into Beaver Valley, Signs for Brush Trailer.
10. **ADJOURNMENT:** The meeting was adjourned by Keith Friend at 10:24 a.m. Next scheduled meeting is AUGUST 13, 2011 at 9 a.m.

Prepared by: Becky Friend 07/12/2011

*[Handwritten signatures and dates]*  
8/13/2011



**BEAVER VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
ON AUGUST 13, 2011  
FINAL**

1. **CALL TO ORDER:** Meeting was called to order at 9:00 a.m.
2. **ROLL CALL OF FIRE BOARD MEMBERS:** Keith Friend, Chairman, Ned Jolly, Dick Harpster, Lee Wright.
- NON-BOARD MEMBERS: Chief Mike Williamson, Becky Friend, Administrative Assistant, and Joyce Lynch.
3. **CHAIRMAN COMMENTS:** None.
4. **APPROVAL OF MINUTES:**
  - A. The board reviewed the 07/09/2011 minutes. Dick Harpster motioned to accept the minutes as written, Lee Wright seconded the motion and the vote was unanimous.
5. **SCHEDULED PUBLIC APPEARANCES:** None.
6. **UNSCHEDULED PUBLIC APPEARANCES:**
  - A. **CALL TO THE PUBLIC:** Joyce Lynch was given the floor. Ms. Lynch expressed interest in the open board seat. She gave background information to the board regarding her qualifications. The board members asked questions and thanked her for her interest.
7. **REPORTS AND CORRESPONDENCE:**
  - A. **FIRE CHIEF REPORT:** This month's Fire Chief Report is on file at the BVFD administrative office for review and copying as requested. It was reported to the board that Mike Daveron has submitted an invoice to BVFD for driving and manning the Water Tender to and at the Wallow Fire. Discussion was held amongst the board and Chief Williamson as to the amount of the invoice and Mr. Daveron's concern that it be paid soon. After much discussion, a motion was made by D. Harpster that the board give the Chief authority to pay as he sees is due to the individuals on the Wallow Fire, with a set max, used to negotiate pay for individuals on the fire based on ability and expertise, and pay accordingly. L. Wright seconded. Additional discussion was held, vote was called and the vote was unanimous, the motion was carried. The board further discussed it appears we need procedures in place for proper management of the water tender and compensation therefore. The board and the Chief will work on this.
  - B. **JULY FINANCIAL REPORTS APPROVAL:** Financial reports were reviewed. Questions were asked of Chief Williamson and Becky which were answered to the board's satisfaction. Discussion was held regarding how the money from the State for the Wallow Fire would be tracked in QuickBooks. It was understood the accountant would be consulted when the money is received, which may be several months. Dick Harpster motioned to accept the bank reconciliation reports and financial report for 07/09/2011, Ned Jolly seconded the motion and the vote was unanimous.
8. **DISCUSSIONS AND POSSIBLE ACTION CALENDAR:**
  - A. **SCF:** Chief Williamson reported to the board the current status on SCF, explaining the discrepancy in how different fire districts are being billed for Worker's Comp Ins and it's impact on what we are paying. A draft letter was presented to the board to be sent to SCF, demanding that we be billed in a manner consistent with other fire districts in our area. After much discussion on this matter, as well as the fact the board had previously instructed that the current bill for 2011/2012 not be paid until this matter is settled and that the 2010/2011 SCF audit also be held, Ned Jolly made a motion to pay the \$179.54 currently due to SCF to avoid cancellation of the Worker's Comp policy, Dick Harpster seconded the motion and the vote was unanimous, the motion was carried. Chief Williamson was also instructed to complete the policy audit that is currently due using the method of volunteer participation each month. Each board member signed the letter the chief had prepared and instructed that it be mailed to SCF.
  - B. **PENSION TRUSTEES REPORT:** The administrative assistant reported that the pension account is current through 1<sup>st</sup> quarter 2011 and that as the second quarter and year-end reports are prepared by the accountant, the pension account will be brought current through that date. Becky passed out to each board member a copy of the Board of Trustees Bylaws for the pension account and it was agreed this would be gone over in more detail next month.
  - C. **BOARD MEMBER REPLACEMENT:** The board discussed Joyce Lynch's interest in joining the board. It was explained to Ms. Lynch what the board is responsible for and what would be expected. All questions of Ms. Lynch were answered by the board. A motion was made by L. Wright to appoint Ms. Lynch to the board to replace the seat vacated by Mr. Baker at last month's meeting. D. Harpster seconded the motion. Discussion was held, the vote was called and was unanimous, motion was carried.
  - D. **VFIS INSURANCE RENEWAL:** K. Friend advised the board it is time to renew the VFIS policy. Discussion was held regarding this policy year's premium, the next closest quote and it was decided to continue the VFIS policy through Mahoney Group.
9. **BOARD MEMBER COMMENTS:** The board commented on the need to work on the volunteer base in Beaver Valley. Discussion was held with Chief Williamson on some thoughts on doing this. Chief told the board what he had planned. This will be discussed further at next month's meeting. Keith welcomed Joyce to the board.
- A. **BUSINESS FOR NEXT MEETING:** Pension Plan Trustees meeting, SCF status, volunteer status, policy and procedure for management of the water tender.
10. **ADJOURNMENT:** The meeting was adjourned by Keith Friend at 10:34 a.m. Next scheduled meeting is SEPTEMBER 10, 2011 at 9 a.m.

Prepared by: Becky Friend 08/15/2011 Revised by: Keith Friend 08/15/2011

*Keith Friend* *Joyce Lynch* *Dick Harpster* *Ned Jolly*  
9-10-11

## LOYALTY OATH OF OFFICE

STATE OF ARIZONA )

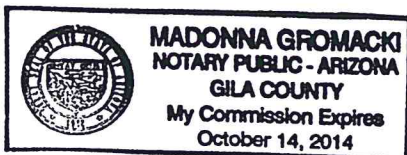
: ss.

COUNTY OF GILA )

I, hereby do solemnly swear that I, Joyce Lynch, will support the Constitution of the United States and the Constitution and Laws of the State of Arizona; that I will bear true faith and allegiance to the same and defend them against all enemies whatsoever, foreign and domestic, and that I will faithfully and impartially discharge the duties of governing board member of the Beaver Valley Fire District, county of Gila, state of Arizona, so help me God.

Joyce Lynch  
Signature

Subscribed and sworn to before me this 24 day of Aug, 2011.



Madonna Gromacki  
Notary Public

My Commission Expires:

10-14-2014